

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

## PROJECT COMMUNICATION AND VISIBILITY ASSISTANT

| Position:   | Local consultant: Project communication and visibility assistant   |  |  |
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| Hiring Office:  | United Nations Population Fund (UNFPA) Namibia Country office  |  |  |
| Number of position and                                  | One position,  |  |  |
| level   | G5 level   |  |  |
| Background:   | UNFPA, the United Nations Population Fund is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In Namibia, UNFPA support to the Government is articulated in the current 6th Country Programme (CP), 2019-2023 extended to 2024 as aligned to the United Nations Partnership Framework, the Harambee Prosperity Plan, the Fifth National Development Plan 5.  |  |  |
|   | UNFPA Namibia country Office is implementing a project:" <i>Leaving No One Behind (LNOB)</i> -<br><i>Building back better from COVID-19: Restoring dignity and reshaping the future for women,</i><br><i>girls, men and boys while mitigating Gender Based Violence (GBV) and negative Sexual and</i><br><i>Reproductive Health (SRH) outcomes</i> ", supported by the Japanese Supplementary Budget. The<br>project is being implemented primarily in Ohangwena, Omusati, Kunene, Zambezi, Khomas,<br>Otjozondjupa, Erongo regions and in collaboration with Japanese International Cooperation<br>Agency (JICA), Line Ministries and CSOs. Through the Japanese Supplementary budget<br>UNFPA focusses on GBV prevention and response, livelihood support and provision of life-<br>saving SRH services in the context of transitioning from COVID-19 and global inflation<br>particularly for various vulnerable groups.  |  |  |
| Purpose of consultancy                                  | The consultancy for Project Communication and Visibility Assistant aims to facilitate effective<br>and timely communication and visibility particularly for the implementation of the Japaness<br>Supplementary Budget funded interventions. The consultant is expected to work closely in a<br>integrated manner with the other programme, communication and operations staff in UNFPA<br>Namibia, Regional Office, HQ and other UN agencies implementing the project as well a<br>colleagues from the Japanese International Cooperation Agency (JICA). This is in support of<br>the project titled: Leaving No One Behind - Building back better from COVID-19: Restorin<br>dignity and reshaping the future for women, girls, men and boys while mitigating Gender Base<br>Violence (GBV) and negative Sexual and Reproductive Health (SRH) outcomes.  |  |  |
| Scope of work   | The Project Communication and Visibility Assistant will be responsible for project communication and visibility in line with UNFPA and Japanese Embassy's visibility procedures and specifically:  |  |  |
| (Description of<br>services, activities, or<br>outputs) | <ul> <li>Work with supervisor to formulate the project communication and visibility work plan</li> <li>Support the implementation of deliverables in line with communication and visibility work plan ensuring ethical standards and procedures are met;</li> <li>Provide support in organizing events related to corporate communications plan and project.</li> <li>Support innovative ideas and expertise in the field of communication/visibility and contribute to a transparent culture in communicating successes and challenges;</li> <li>Assist in conducting of relevant communication research and brainstorm opportunities related to project communications and branding.</li> <li>Assist with writing, editing, and uploading text and multimedia content (e.g. Press releases, human interest stories, publications, feature articles, interviews to online communication platforms including CO website, myUNFPA and Voices and the One Voice toolkit and mobile app.</li> <li>Assist with Social Media strategies and plans for upcoming events and other social media</li> </ul> |  |  |

| Duration and working<br>schedule:<br>Place where services<br>are to be delivered:                               | <ul> <li>contents.</li> <li>Support the documentation of tested innovative interventions and processes at the CO</li> <li>Participate in meetings and assist with conducting staff interviews for the production of internal-facing news articles.</li> <li>Prepare communication reports on project</li> <li>Perform other delegated duties as and when required.</li> <li>Expected to work for the period of 08 months - May 2023 – December 2023</li> <li>Full Time with a total of 8 hours per day commencing from 08h00 – 17h00 for 5 working days</li> <li>UNFPA, Namibia Office, with frequent travel to project regions and sites</li> </ul>  |  |  |  |
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| Delivery dates and how<br>work will be delivered<br>(e.g. electronic, hard<br>copy etc.)                        | May 2023 – December 2023  |  |  |  |
| Monitoring and progress<br>control, including<br>reporting requirements,<br>periodicity format and<br>deadline: | Project Communication and Visibility Assistant expected to provide monthly accomplishment<br>report to the supervisor in a periodic format to be provided   |  |  |  |
| Supervisory<br>arrangements:  | <ul> <li>Project Communication and Visibility Assistant will be under the direct supervision of the Gender specialist and Communication Analyst with oversight support of the Assistant Representative and overall supervision of the UNFPA Representative, Namibia CO</li> <li>She/he is expected to work closely with the other programme and operation teams in UNFPA Namibia Country Office, other project staff, partners and stakeholders</li> </ul>  |  |  |  |
| Required qualifications,<br>expertise, and<br>competencies  | <ul> <li>The incumbent must meet the following minimum criteria:</li> <li>Education:<br/>Bachelor degree in public relations, communications, Journalism, Information or Media<br/>Studies human, social, or political sciences, international development or related field</li> <li>Knowledge and Experience: <ul> <li>At least 3 years of professional experience in the field of communications, branding and<br/>visibility or similar roles</li> <li>Awareness and demonstrable knowledge of GBV and SRH</li> <li>Demonstrate an ability to multitask and work with minimal supervision</li> <li>Ability to organize effectively, work under pressure with attention to details, precision<br/>and accuracy.</li> <li>Proficiency in current office software applications including photo and video-editing<br/>software e.g. Photoshop, InDesign</li> <li>Experience in web design and content production</li> </ul> </li> <li>Languages:<br/>Fluency in English (oral and written).</li> <li>Ability to communicate in Namibia local languages an advantage</li> </ul> |  |  |  |
|   | Values:       • Exemplifying integrity,         • Demonstrating commitment to UNFPA and the UN system,       • Providing communication support         • Embracing cultural diversity,       • Managing data         • Embracing change       • Managing information and workflow         • Planning, organising and multitasking   |  |  |  |

| <ul> <li>Being accountable,</li> <li>Developing and applying professional<br/>expertise/business acumen,</li> <li>Thinking analytically and<br/>strategically,</li> <li>Working in teams/managing ourselves<br/>and our relationships,</li> <li>Communicating for impact</li> <li>Engaging in internal/external<br/>partners and stakeholders,</li> <li>Leading, developing and<br/>empowering people, creating a<br/>culture of performance</li> <li>Making decisions and exercising<br/>judgment</li> </ul> | <ul> <li>Developing and applying professional expertise/business acumen,</li> <li>Thinking analytically and strategically,</li> <li>Working in teams/managing ourselves and our relationships,</li> </ul> | <ul> <li>partners and stakeholders,</li> <li>Leading, developing and<br/>empowering people, creating a<br/>culture of performance</li> <li>Making decisions and exercising</li> </ul> |  |
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